

MEETING MINUTES – October 20, 2016

KRISTEN GALBRAITH
CHAIR

DALE SEXTON
VICE-CHAIR

DAVID DEPUY

DAN DURGAN

TYLER ERICKSON

DAN KAUL

KARLA PETTIT

1. Board members present were Kristen, Karla, Dale, Dan D. and Dan K. Also present were Jack Luther, Randy Chambers, Patricia Grabow and Terri Chambers.
2. Business Items of Interest discussed:
 - a. Banner Program – Randy provided update and informed board that he and Terri will be meeting with the Bozeman Downtown Partnership tomorrow (Friday) for review and information on their banner program. Will get insight on how to handle insurance issue, get clients, and other ideas for our own Banner Program. Board discussed and would like to increase number of banners in place on poles, so approved idea of ordering more of the “original” banners to total 40 (get 16 more). To be continued next month.
 - b. Flower Baskets - Karla provided update and informed board that she has talked with Kristen and with Oak Gardens outside of Bozeman and they will provide 1 more year of their service. They came to town and took down the baskets off the poles for the season. They mentioned that there will be 2% increase in their charges each year.
 - c. Graffiti Services – Randy mentioned that just this morning, before the meeting, he discovered some tagging on a statue outside of the Florence Furniture. He will address that today. Otherwise, no other graffiti found.
 - d. Albemarle public restroom – Board provided various updates on this issue. There is a draft contract in the City Commission agenda for review/approval for the maintenance services.
3. New Business Items – Board discussed the idea of having Fall-themed and Winter-themed banners for the changing seasons. With Fall already underway, board wants to proceed with approving the two proposed winter designs provided by Kristen and Brad of Engine 8 Design. Discussed the design elements and made a couple requests on each design and approved the ordering of 24 of each design when finalized. Terri will get final design to Brittan Direct on their honor of the original pricing of \$38.40 each and get banners ordered and shipped and to be put up before the Holiday season.
4. Action Items:
 - a. Review/Modify/Approve July & August Meeting Minutes – Dan motioned and Kristen seconded motion and all voted in favor of approval of these 2 months’ meeting minutes.
 - b. Review/Modify/Approve September Meeting Minutes – Karla requested a revision on item 2.b. of these minutes. Dan motioned, Kristen seconded and all voted in favor of these revised minutes for September.
 - c. Karla made motion and Dale seconded motion and all voted in favor of paying the following payments as requested:
 1. Livingston Ace Hardware \$59.98
 2. Riverside Hardware \$55.98
 3. Terri Chambers for Admin/Web services \$280.00
 4. USPOS - Annual PO Box Rental \$70.00

- d. Review & Approve/Deny Vision Livingston Downtown Partnership’s Holiday Lights Fundraiser contribution (flyer). Board reviewed and discussed this fundraiser and wants to see something more permanent on these holiday lighting, not just one-time every year. Dale motioned for LBID to contribute \$250 and Kristen seconded. All voted in favor and \$250 will be contributed by LBID.
5. Annual Budget Review – Board discussed several line items on the budget sheet and wants more information /breakdown of items within each line item, such as “Downtown Retail Events” and “Other Programs.” Terri will send to the board the spreadsheet she uses and provide this breakdown. To be reconvened at the next meeting.
6. Public Comment provided by Patricia Grabow, provided update on the signage issue with MDT about Downtown access via the 3 Highway exits around town, other downtown updates. Dan Kaul provided collaboration updates between the City and the Chamber. Randy presented idea of an “Interim Director” for the next few months as a means for Board to have more progress and an established contact with the public.
7. Next month’s meeting set for November 17th at 8:30 am. Items re-presented to be on agenda next month: Banner Program’s Application update, a Proposal on Interim Business Director by Randy and Terri, and Continuation of Budgeting for next year. Kristen motioned and Karla seconded motion to adjourn meeting. 5 Checks signed and disbursed.